

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

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| ORIGINATED BY: Karen J. Kennard REVISED BY: Karen J. Kennard | ORIGINATED DATE: 01/13/05 REVISED DATE: 04-12-07 | APPROVED BY: SERC |
| DATE ISSUED: | DATE EFFECTIVE: 01/13/05 | SUBJECT: License Plate Funding Grant Application, Grant Awards |
| PROCESSED BY: | SPECIAL INSTRUCTIONS: | POLICY NO: SERC 8.2a |

Reference: NAC 459.99135, et. Seq.

PRINCIPLE:

The State Emergency Response Commission (SERC) awards grants with funds received from the sale of “United We Stand” license plates. Pursuant to NRS 459.735(4), this funding must be expended solely to provide financial assistance to this state or to local governments in this state to support preparedness to combat terrorism, as outlined in the State Enhancement Plan for Homeland Security, including, without limitation, planning, training and purchasing supplies and equipment.

POLICY:

- A. Applications to apply for grants from “United We Stand” license plate funding pursuant to NRS 459.735(4) will be sent to the Local Emergency Planning Committees (LEPCs), or state agencies, allowing at least six weeks for the applications to be returned to SERC for funding consideration. Applications may be submitted requesting appropriate items as outlined in the application kit.
 1. Fees collected from the sale of “United We Stand” license plates provide revenue for these grants. Approved expenses pursuant to NRS 459.735(4) include planning, training and purchasing supplies and equipment to support preparedness to combat terrorism, as outlined in the State Enhancement Plan for Homeland Security. Agencies receiving grants will comply with appropriate state and/or local purchasing policies.
 - a. All training requests other than for conferences must first be made through the Nevada Division of Emergency Management (NDEM). If the NDEM declines the training, the request may be included in the SERC grant application.
 - b. Any application including consultant/contractor services must include a quote and scope of work from the consultant/contractor. Contract costs are limited to \$450 per day.

- c. Requests for equipment must include a firm quote for the item.
 - d. Radio communication equipment requested must conform with the Nevada Communication Interoperability Plan.
- B. Eligible LEPCs and State agencies may submit an application for grant funds. Eligibility is determined by the following:
 - 1. LEPC Eligibility
 - a. Compliance with Emergency Planning and Community Right-to-Know ACT (EPCRA), Nevada Administrative Code (NAC), SERC Policy 8.3, “Certified Assurances and Compliance Certification” and related SERC policies as outlined in policy 8.3.
 - 2. State Agency Eligibility
 - a. The head of the State agency must prioritize the request and sign the grant application, certified assurances and grant award.
 - b. The agency must identify if it falls under an emergency response plan and what its role is in that plan.
 - c. The agency must identify its role, if any, in the State Comprehensive Emergency Management Plan.
 - d. If the agency has response capabilities, it must complete the Level of Response Questionnaire.
- C. The following evaluation factors must be addressed in the grant application and will be used by the SERC when considering funding of grant applications submitted pursuant to this policy:
 - 1. Threat and risk/mitigation
 - 2. Infrastructure protection/mitigation
 - 3. Accomplishment of objectives of initiatives in the State Enhancement Plan for Homeland Security

PROCEDURES:

- A. At its quarterly meeting, or a special meeting if necessary, the LEPC must discuss, determine, and approve the appropriate funding request pursuant to the grant application kit and guidelines provided by the SERC. The LEPC or State agencies will submit an application based on its determined needs. As determined by the LEPC or State agencies, the request may be made to support preparedness to combat terrorism, as outlined in the State Enhancement Plan for Homeland Security including, without limitation, planning, training, supplies and equipment. A copy of the LEPC meeting minutes approving said request will accompany the grant application.

- B. Upon receipt of the applications, SERC staff will review to ensure compliance with State terms and conditions.
- C. SERC staff will distribute the applications to the Planning & Training Subcommittee and the Funding Committee within ten working days of the application deadline for submittal.
- D. The Planning & Training Subcommittee will meet and review the applications to determine appropriateness and eligibility of the request when compared to the guidelines referred to in section A of these procedures. The Planning & Training Subcommittee will make recommendations to the Funding Committee.
- E. The Funding Committee will meet and review the applications to determine appropriateness and eligibility. The Committee will also determine the amount of funds to award based on the guidelines referred to in section A of these procedures. The Committee will make recommendations to the SERC.
- F. Funding of the applications will be placed on a SERC agenda for approval. Grants will be awarded based on the applications submitted and the availability of money. If time constraints do not permit review of an application by the Planning and Training Subcommittee and/or the Funding Committee, the SERC may consider an award of any application which has been agendized.
- G. SERC staff will prepare the award documents, obtain the Executive Director's approval and signature, and distribute consistent with the SERC approved amounts and conditions.
- H. Grant awards are signed by the LEPC chair or the head of the grantee agency and returned to the SERC for filing. The Grant Application, Certified Assurances, LEPC Compliance Certification (if applicable), and Grant Award must be signed and originals returned to the SERC office prior to an award being funded.